Report writing for HE students

Supporting and linking paragraphs

1. Planning
2. Structure and content – every sentence should support learning outcome
3. Style – general rule: no I, no my and no others, only 3th person

1. <u>Planning</u>

A report is directed towards:

- Systematically answering question(s)
- May involve recommendation but will <u>certainly</u> involve evaluating information and drawing conclusion

(NO recommendation for future changes)

<u>Describe, but expand to give some judgement</u>

The report writing process:

1. Identify your audience
2. Define your objective's
3. Organising your ideas, relating this to relevant theory

2. <u>Structure and content</u>

Critical success factors for communication:

- The majority of your perceived ability comes from how you communicate
- This <u>does not</u> mean that you should not research!

Report format:

1. Title page
2. Abstract/Executive summary
3. Table of contents
4. Introduction
5. Discussion
6. Conclusion
7. ~~Recommendations for Business report, not academic~~
8. Reference

3T – Tell us in Introduction, tell us in Discussion and tell us in Conclusion

1. **Covering page**
   - Title
   - Authors name or SID number
   - Module name and number
   - Date of submission
2. **Table of contents**
3. **Abstract**

   Concise summary of the essential elements of the report

   - Purpose
   - Scope
   - Main points
   - Conclusion

   Can be read in its own

   10-15% of the main body (much less if it is a dissertation)

4. **Introduction**states the
   - Purpose and scope
   - Main points
   - Structure of the report
5. **Discussion** (main body)
   - States how it is organised up front
   - Heading clearly, identify the content
   - Incorporate relevant theory
   - Integrate theory with specific 'content' related issues
   - Well referenced

   <u>Presented in an order that leads logically towards the conclusion and recommendations</u>

6. **Conclusion**
   - No new material introduced
   - Follows logically from Discussion
   - Conclusion section should give
     - Key points
     - <u>Not</u> just another Abstract/Executive summary
8. **References**
   - The reference sector lists all publications cited in the report
   - Material not directly cited in

3. <u>**Style**</u>
   - Blank lines between paragraphs
   - Left justified
   - 12 points, 1.5 spacing (or double spacing)

Easy to read, clear concise language, short sentences

Use examples where appropriate to illustrate argument

Effective paragraphs, short simple paragraphs

Each paragraph should contain one point